

**TEXAS BOARD OF PROFESSIONAL ENGINEERS AND LAND SURVEYORS
JOB VACANCY NOTICE**

Functional/Working Title:	Technical Engineering Specialist
State Classification Title and Number:	Engineer II – 2153 B23 Engineer III – 2154 B24 Engineer IV – 2155 B25
Military Occupational Codes:	Air Force – 3A1X1, 3M0X1; Army – 15P, 36B, 42A, 56M, 68J, 88H, 88N, 89A, 89B, 92A, 92Y; Coast Guard – 360, YN; Marines – 0100, 0111, 4133, 0102, 0170; Navy – SH, YN, SN, YNS, 641X, 741X
Salary and Salary Group Range:	Engineer II - \$6,375.00 month / \$76,500 annual Engineer III - \$6,916.67 month / \$83,000 annual Engineer IV - \$7,291.67 month / \$87,500 annual
Minimum Years of Experience:	4-year minimum
Division:	Licensing
Review of Job Description & Responsibilities:	Annually
Immediate Supervisor's Title:	Director of Licensing
Position to Which Immediate Supervisor Reports:	Executive Director
Number of vacancies:	1
Job Posting No:	460-RDS-110321
Closing Date:	Open until filled

During the interview process, applicants may be required to perform a writing exercise. Only applicants who are interviewed will receive written notification of non-selection.

POSITION DESCRIPTION AND RESPONSIBILITIES

The Engineering Specialist will review applications for Professional Engineers and Professional Land Surveyors in Texas. The position requires strong attention to detail in technical reviews of applications for licensure which includes extensive and detailed review of education, experience, and examination qualifications. The position will be responsible for making sound recommendations based on the technical analysis to management and the board regarding applicant's qualifications for exams, exam waivers, and licensure as appropriate.

A successful applicant will demonstrate effective communication with external and internal customers on all aspects of the Texas Engineering and Land Surveying Practice Act and Licensing rules. Engineering Specialists must adhere to departmental customer response deadlines while providing excellent customer service. Other primary duties may include filing, responding to emails, phone calls and faxed requests; other duties will include performing quality control auditing of scanned confidential documents, performing outreach presentations, and developing application processing improvements. Must be skilled in the use of standard office equipment and software.

Hours of employment are to be 8:00 a.m. to 5:00 p.m. Monday through Friday. Hours may change based on business needs and may vary in accordance with departmental policies for alternative work schedules. This position is eligible for telecommuting some percentage of the work week but may require team members to come into the office for scheduled meetings and may be required for other unscheduled requests with 72-hour notice for any TBPELS business need. Travel and use of rental or personal vehicle may be necessary. A candidate for teleworking must have a secure, dedicated workspace with Internet service, ability to maintain a reliable consistent work schedule and be available for weekly meetings and group collaboration via Microsoft Teams, Zoom, and other applications during regular business hours.

All employees will be required to observe all applicable agency policies and procedures, including adherence to established leave and attendance policies, safety rules and regulations in the use of state property. Upon successful completion of training, work shall be performed under limited supervision with latitude for the use of initiative and independent judgment.

The Engineering Specialist will be interviewed and selected by the Director of Licensing and Executive Director and reports directly to the Director of Licensing.

Applicants should clearly describe on their application how they meet the minimum qualifications for the position. Qualifications may be verified through testing.

MINIMUM QUALIFICATIONS

- Minimum four years' experience with planning, organizing and coordinating projects and activities; applying engineering concepts in technical reviews.
- Ability to interpret and explain rules, regulations, policies and procedures governing regulatory programs.
- Ability to routinely read, interpret, compose correspondences, reports, policies and procedures
- Knowledge of Microsoft Word, Excel, Outlook, Access, and other related software.
- Adaptability to performing other duties as assigned.
- Effective oral and written communication.
- Demonstration of excellent customer service skills.
- Ability to establish and maintain a professional working relationship with peers.
- Ability to handle high level information in a confidential manner.
- Advanced organization skills with strong attention to detail.
- Licensed Texas PE or eligible to become Licensed Texas PE within one year

PREFERRED QUALIFICATIONS

- Data entry, maintaining and updating confidential records through the use of an internal database.
- Demonstrated leadership skills of both teams and projects.

EXPECTATIONS

Work is expected to be performed under moderate supervision with limited latitude for the use of initiative and independent judgment. Attends work on a regular and predictable schedule in accordance with agency leave policy. Twenty percent travel may be necessary; valid driver's license required.

EDUCATION

Graduation from an accredited four-year college or university with engineering degree. Advanced education may substitute for experience.

OTHER

TBPELS is an Equal Employment Opportunity Employer. The Board does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or veteran status in employment or in its activities. Minorities, veterans, and disabled applicants are encouraged to apply.

Physical requirements and environmental settings: Work environment is non-smoking. While performing duties of position, must be able to work extended periods at a computer, with telephone, printer noise, overall, moderately high noise levels. Normal office building, common areas; may have exposure to dust and environmental allergens consistent with business activities and human contact. Mostly sedentary in nature; may involve walking; standing; pulling and pushing; kneeling, stooping and bending; performing tasks requiring fine motor skills and coordination; safe lifting and may carry item weighing up to 30 pounds.

Related Military and Occupational Specialty Codes:

Veterans, Reservists, or Guardsmen with a MOS or additional duties that fall in the fields of **Air Force** – 3A1X1, 3M0X1; **Army** – 15P, 36B, 42A, 56M, 68J, 88H, 88N, 89A, 89B, 92A, 92Y; **Coast Guard** – 360, YN; **Marines** – 0100, 0111, 4133, 0102, 0170; **Navy** – SH, YN, SN, YNS, 641X, 741X or other related fields pertaining to the minimum experience requirement may meet the minimum qualifications for this position and are encouraged to apply. Additional Military Crosswalk information can be accessed at: http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_EngineeringandDesign.pdf

The selected applicant must show proof of eligibility to work in the U.S. in compliance with the Immigration Reform and Control Act. Proof of eligibility to work in the U.S. will be confirmed using E-Verify. All males who are age 18 through 25 and required to register with the Selective Service must present proof of registration or exemption from registration upon hire.

IMPORTANT NOTE TO ALL APPLICATIONS: Only applicants scheduled for interviews will be contacted. Should you be contacted for an interview and require reasonable accommodation, please inform the scheduling representative of such accommodation.

HOW TO APPLY

Submit a completed official State of Texas Employment Application Form, Applicant EEO Data Form with original signature to TBPELS Attn: Human Resources 1917 S IH 35 Austin, Texas 78741-3702. Applications that are incomplete and or hand-written, double-sided will not be considered. Resumes are optional and may be included with the official State of Texas Employment Application Form, but not in lieu of the form.